

**Regulatory Review and Evaluation Act
Evaluation Report Form
2003 – 2011**

Chapter Codification: 14.18.05

Chapter Name: Archival Standards for Records on Microfilm

Authority: State Government Article, 9-1007 and 10-632, Annotated Code of Maryland

Date Originally Adopted or Last Amended: Effective date August 15, 1994 (21:16 Md. R 1390)

Purpose: These regulations define terms, establish archival standards for records on microfilm clarify duties and responsibilities of State agencies and county and local governments.

A. Review Criteria. (State Government Article, §10-132(1)(i), Annotated Code of Maryland; COMAR 01.01.2003.20E)

- (1) Do the regulations continue to be necessary for the public interest? ☒ Yes ☐ No
- (2) Do the regulations continue to be supported by statutory authority and judicial opinion? ☒ Yes ☐ No
- (3) Are the regulations obsolete or otherwise appropriate for amendment or repeal? ☐ Yes ☒ No
- (4) Are the regulations effective in accomplishing their intended purpose? ☒ Yes ☐ No

B. Outreach and Research. (State Government Article, §10-135(a)(2)(i) – (viii), Annotated Code of Maryland)

- (1) List any stakeholders invited to review the regulations and provide a summary of their participation in and input into the review process.

State agencies, the Judiciary, Legislative Reference, county and local officials, the University of Maryland System and other public colleges and universities, the Maryland Bar Association, Maryland Land Title Association, Maryland Association of Counties, Maryland Municipal League and the Maryland State Law Library were invited to review the regulations. The State Archives received no comments concerning amendments to these regulations.

- (2) List any other affected agencies that were invited to review the regulations and provide a summary of their participation in and input into the review process.

N/A

(3) Describe the process used to solicit public comment, including:

- (a) any notice published in the Maryland Register;
- (b) any notice published in newspapers of general circulation;
- (c) any notice posted on the unit's website or on a Statewide website created for units to post notices of regulations review;
- (d) any mailing by the adopting authority; and
- (e) any public hearing held.

The State Archives used a variety of traditional print and electronic media to insure wide-spread public notice including the Maryland Register (33:16 Md. R 1360), the Daily Record, the Annapolis Capital, posting on the State Archives' web site; and traditional and electronic mailings to stakeholders, State agencies, the Judiciary, Legislative Reference, county and local officials, and the University of Maryland System and other public colleges and universities.

(4) Provide summaries of:

- (a) all comments received from stakeholders, affected units, or the public; and
- (b) the adopting authority's responses to those comments.

The State Archives received no comments concerning amendments to these regulations.

(5) Describe any interunit conflict reviewed and the resolution or proposed resolution of that conflict.

The State Archives does not anticipate any interunit conflict.

(6) Provide a summary of any relevant scientific data gathered.

N/A

(7) Provide a summary of any relevant information gathered related to the regulations of other states or the federal government.

N/A

(8) Provide a summary of any other relevant information gathered.

N/A

C. Under COMAR 01.01.2003.20E(3), does the agency have any existing policy statements, guidelines, or standards being applied or enforced which should be promulgated as regulations, in accordance with the Administrative Procedure Act? ☐ Yes ☒ No

Has the agency promulgated all regulations required by recent legislation? ☒ Yes ☐ No

Provide explanations of the above responses, as needed:

D. **Actions Needed.** (State Government Article, §10-135(a)(2)(ix) – (xi), Annotated Code of Maryland)
(check all that apply)

- ☒ no action
- ☐ amendment
- ☐ repeal
- ☐ repeal and adopt new regulations
- ☐ reorganization

Summary:

Archival standards for records on microfilm have not changed since these regulations were originally adopted. State agencies, county and local governments and vendors have found these regulations helpful in fulfilling the requirements for archival standards for records on microfilm.

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